

Check In and Join a Remote Appearance Using LACourtConnect 3.0



Reference Guide

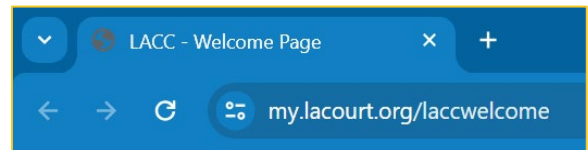
LACourtConnect is part of the Court's Access LACourt | Your Way initiative and provides a convenient option for appearing in court without having to visit a court location. This Reference Guide outlines how to check in and join a hearing as a remote participant using LACourtConnect 3.0.

Access LACC 3.0

ATTENTION: Beginning Friday, September 6, the Court will expand the LACC 3.0 Pilot to all Stanley Mosk Courthouse Probate departments and Governor George Deukmejian Courthouse (Long Beach) department S09 for attorneys and litigants wishing to appear in hearings remotely.

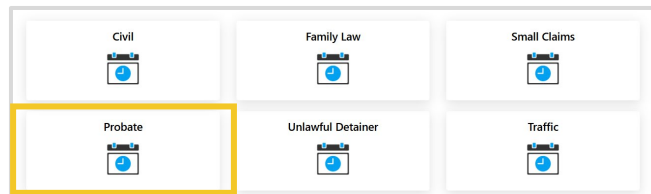
Step 1 - Go to the LACC Welcome Page

<https://my.lacourt.org/laccwelcome>



Step 2 - Select Probate

You will be asked a series of questions. Based on the answers, you will either be directed to LACC 3.0 or given instructions for the hearing.



Step 3 - Answer Questions

a. During the pilot phase, you will be asked if you have a hearing for Probate departments at Stanley Mosk Courthouse or Long Beach Courthouse Department S09? ***If yes, you will be automatically directed to LACC 3.0.***



THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

LACOURTCONNECT

LACC Schedule Remote Appearance - Probate Case

Be advised that generally Trials and Appeals are not eligible for LACC remote Appearance. Exception: Small Claims initial hearings/Trials and Trial De Novo (small claim appeal) ARE eligible for LACC.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

Do you have a Probate hearing in the Stanley Mosk Courthouse or in Governor George Deukmejian Courthouse (Long Beach), Probate Department S09?

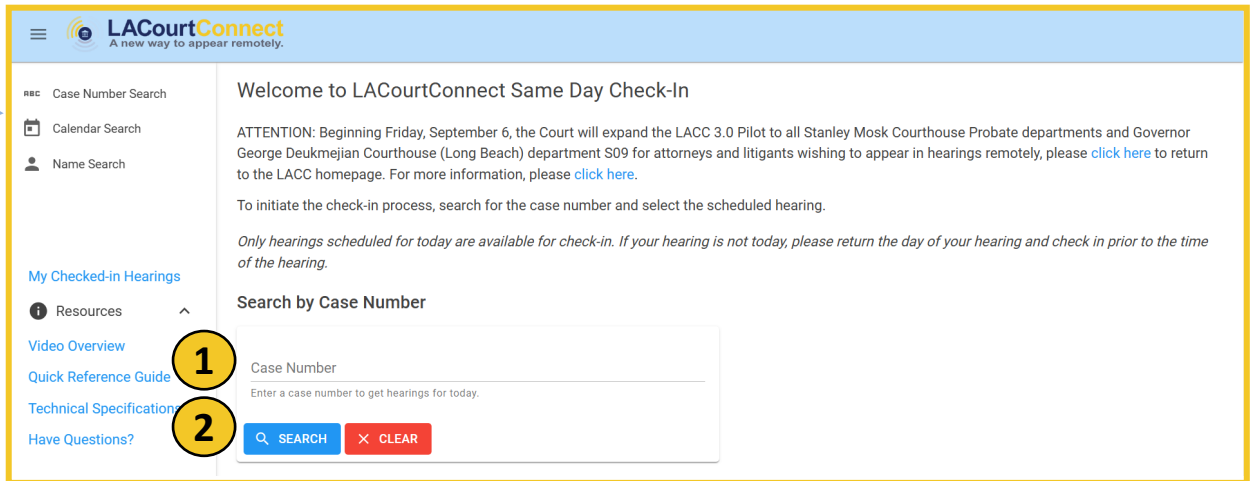
Yes No

b. If you do not have a case at said locations, you will be prompted to pre-register or create a Court ID.

For instructions on how to Sign in or Create a Court ID, please follow the **Create a Court ID** quick reference guide found on the LACC Welcome Page.

Search for Cases

1. Enter your case number.
2. Click **Search**.

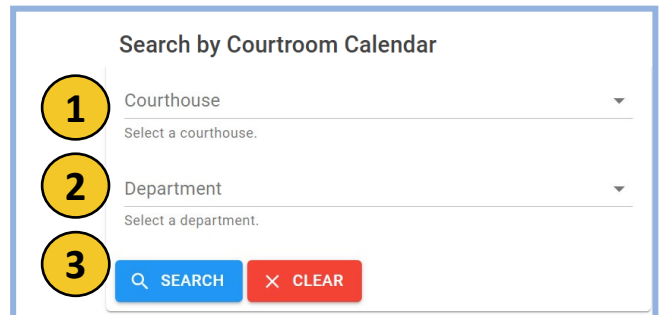


Other Search Options

Additional search options are found on the left-hand navigation panel. Users can search by: **Calendar Search (date)** or **Name Search**.

Courtroom Calendar Search

1. Enter or select the courthouse of where your case will be heard.
2. Enter Department.
3. Click **Search**.

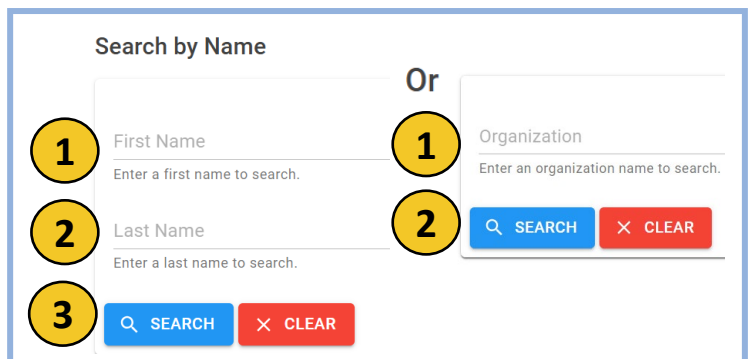


Name Search

1. Enter First Name
2. Enter Last Name
3. Click **Search**.

OR

1. Enter Name of Organization, if appearing on behalf of an organization.
2. Click **Search**



Select Your Case

Depending on how you conducted your case search, cases will populate below the search option you selected.

Click **Select** on your case

OR

Type in case information in the Case Filter search bar.
Once you locate your case then click **Select**.

Search by Courtroom Calendar

Courthouse
Stanley Mosk Courthouse

Select a courthouse.

Department
4

Select a department.

Filter by case information...

Case Number: 24STPB01878
LN-8287, Subject-728 - Conservatorship

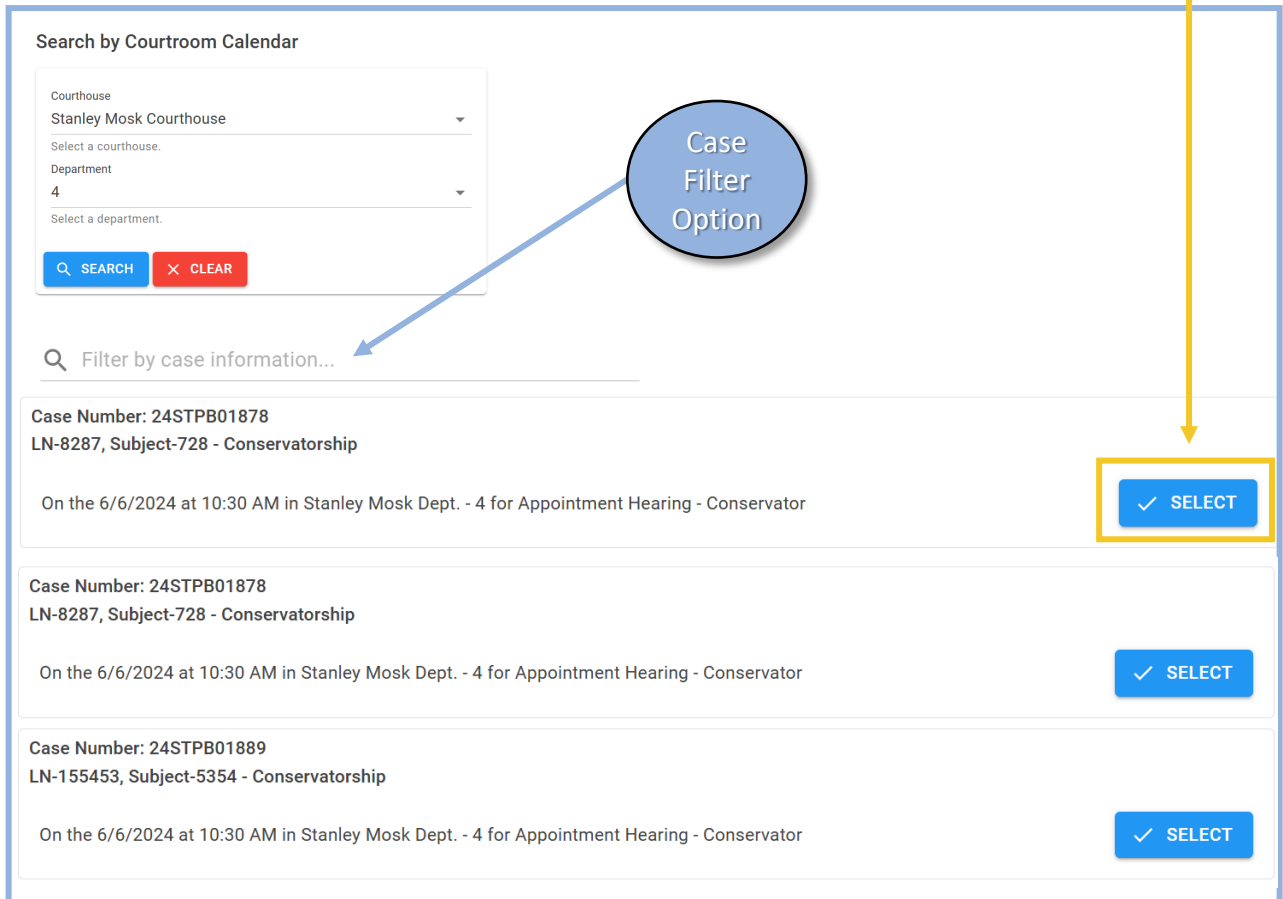
On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

Case Number: 24STPB01878
LN-8287, Subject-728 - Conservatorship

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator

Case Number: 24STPB01889
LN-155453, Subject-5354 - Conservatorship

On the 6/6/2024 at 10:30 AM in Stanley Mosk Dept. - 4 for Appointment Hearing - Conservator



If you have multiple cases scheduled for the same day and time, an additional prompt will appear:

Click **Continue** to check-in for all hearings

OR

De-select any hearing you wish not to check in for, then click **Continue**.

Multiple hearings scheduled for the same time detected!

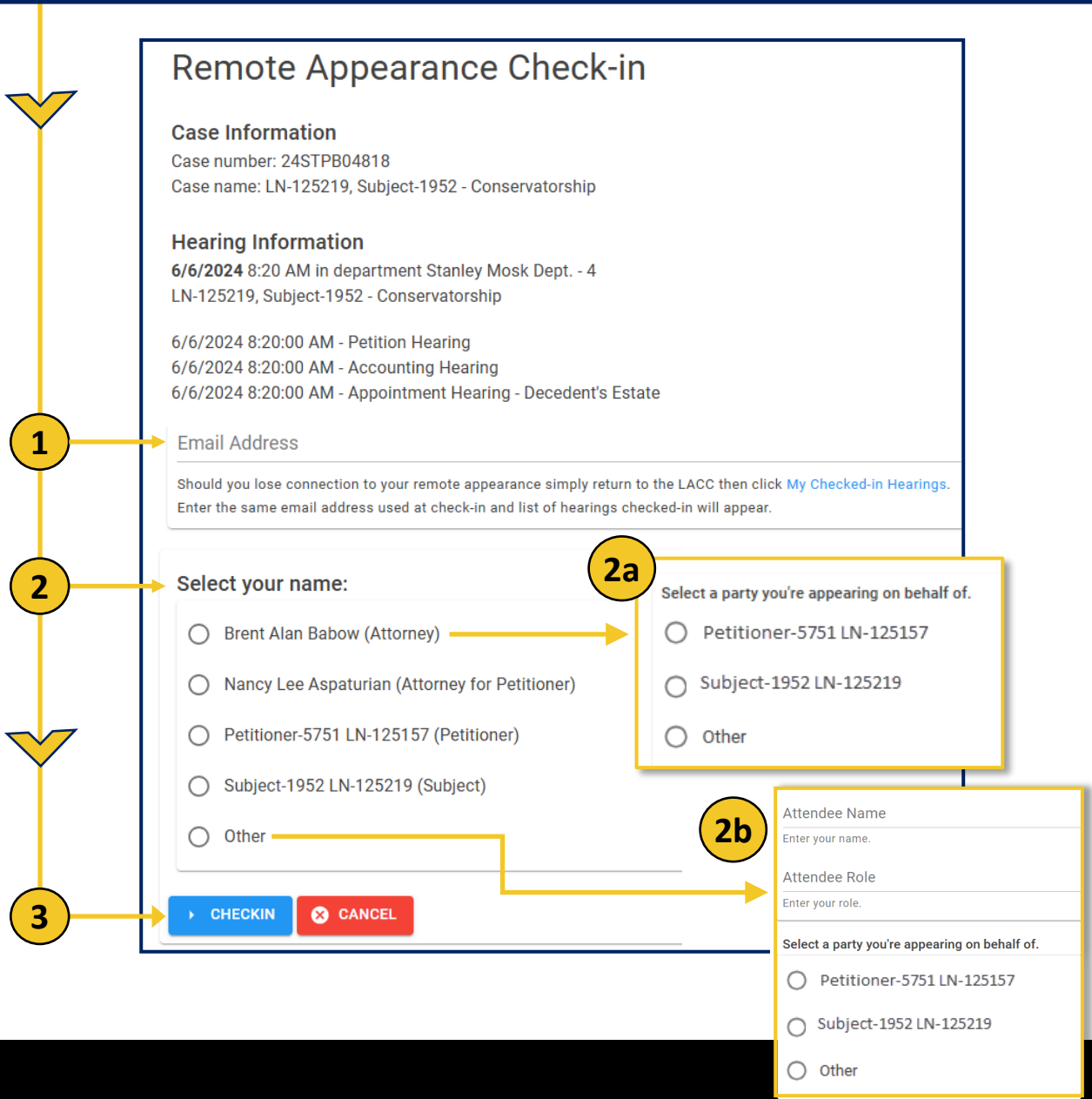
There are multiple hearings for your case with the same start time. Click Continue to check-in for all hearings selected "or" uncheck hearings you wish not to check-in for. Then click Continue.

- 6/6/2024 8:20:00 AM - Petition Hearing
- 6/6/2024 8:20:00 AM - Accounting Hearing
- 6/6/2024 8:20:00 AM - Appointment Hearing - Decedent's Estate

Select Your Name & Finalize Check In

Upon selecting your case, the case information will display. Verify the information is correct.

1. Enter an email address. This required step tracks all checked in hearings under this email account.
2. Select the radial button located to the left of your name.
 - 2a. If you are an attorney or are appearing on behalf of an organization, after selecting your name, you will be prompted to select the party you are appearing on behalf of.
 - 2b. If your name does not appear on the list, Select "Other" from the list, NEXT:
 - Enter your name ***exactly as it should appear on the record*** and your role.
 - Select the party you are appearing on behalf of.
3. Click the blue Check in button.



Check In Confirmation

After successfully checking in, the *Remote Appearance Check-in Confirmation* page will appear.


1. When ready, **click the Join** button of the corresponding hearing and you will be placed in the Microsoft Teams lobby until the courtroom is ready to admit you.
2. If you have additional hearings for which you have not checked in for, click the **Check In For Another Hearing** to repeat the process.


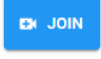

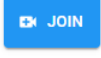

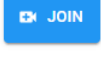

Remote Appearance Check-in Confirmation

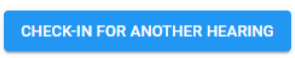
Please verify the case details before clicking the "join meeting" button below. When prompted by MS Teams, ensure that your check-in name matches your access option in MS Teams. Once check-in is complete, you will be placed in the MS Teams lobby until the courtroom is ready to admit you.



My Checked-in Hearings

Below is a list of all hearings you have checked-in for today using the email address [redacted]. If you encounter any audio or video issue in MS Teams, or are unable to join via your computer or smartphone, please call the backup conference number provided in the tooltip next to the "Join" button and enter the conference ID.

Note: a  icon indicates a moved hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
8/13/2024 8:30:00 AM	Probate Code 850 Hearing	23STPB [redacted]	Frank L&D - Decedent	Jo Ann L&D	Stanley Mosk Dept. - 29	  
8/13/2024 8:30:00 AM	OSC Re Petition for Final Distribution or Status Report	22STPB [redacted]	W&L Testator - Decedent	Jo Ann Test	Stanley Mosk Dep - 4	 
8/13/2024 10:30:00 AM	Status Hearing	21STPB [redacted]	Stacy Clarke - Conservatorship	Jo Ann Test	Stanley Mosk Dep - 4	 

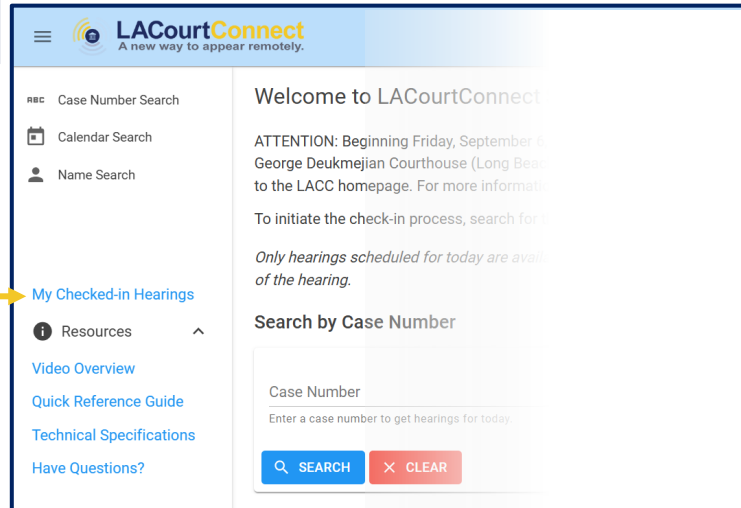


Notifications	Indication
	Your hearing was moved to another department. Clicking the Join button will take you to the new courtroom.
	Click the icon to obtain the Dial-In number and conference ID for your hearing.

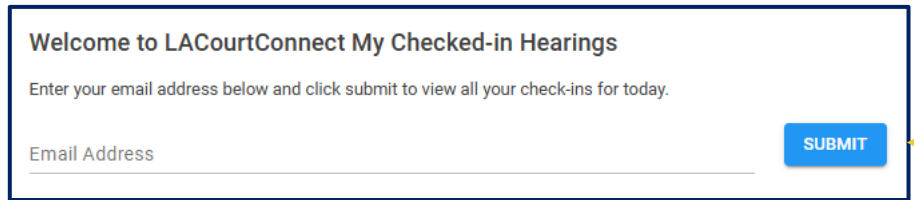
My Checked-in Hearings

To access all hearings for which you have been checked in for:

- 1 Click the **My Checked-in Hearings** option from the left-hand navigation panel.
- 2 Enter the email address used to check in.
- 3 Click **Submit**

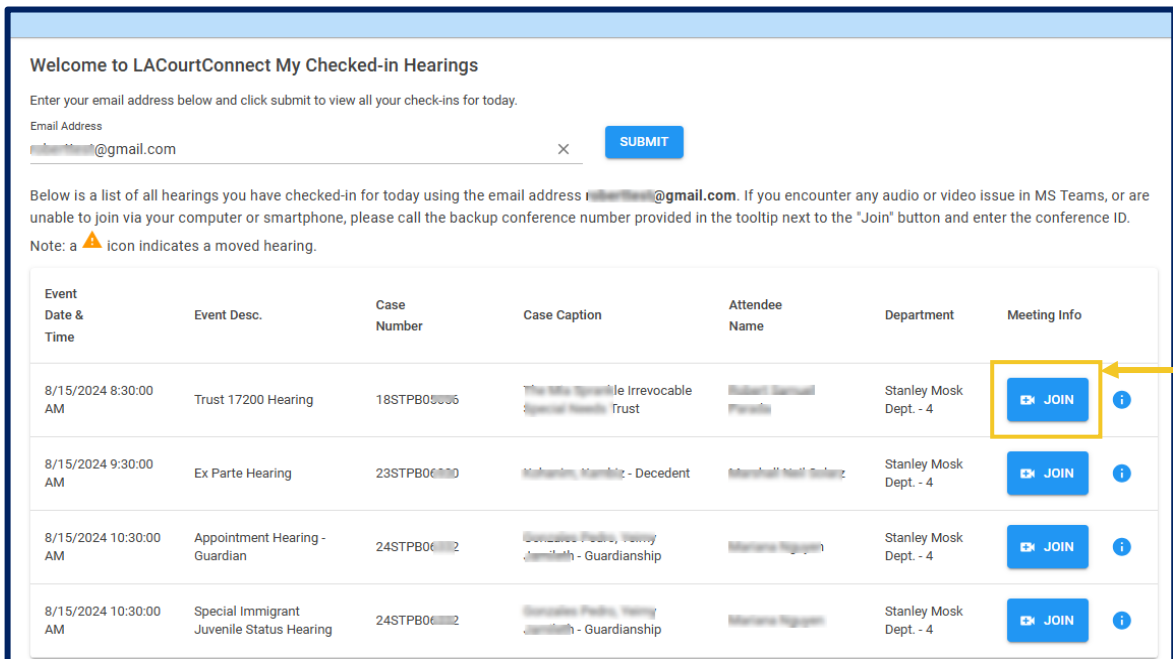


The screenshot shows the LACourtConnect home page. On the left is a navigation menu with options: Case Number Search, Calendar Search, Name Search, My Checked-in Hearings (highlighted with a yellow arrow), Resources, Video Overview, Quick Reference Guide, Technical Specifications, and Have Questions?. The main content area displays a welcome message and a search box for Case Number.



The screenshot shows the 'Welcome to LACourtConnect My Checked-in Hearings' form. It prompts the user to 'Enter your email address below and click submit to view all your check-ins for today.' There is an input field labeled 'Email Address' and a blue 'SUBMIT' button on the right.

- 4 The list of hearings will appear. When ready, click the **JOIN** button to enter the virtual hearing.



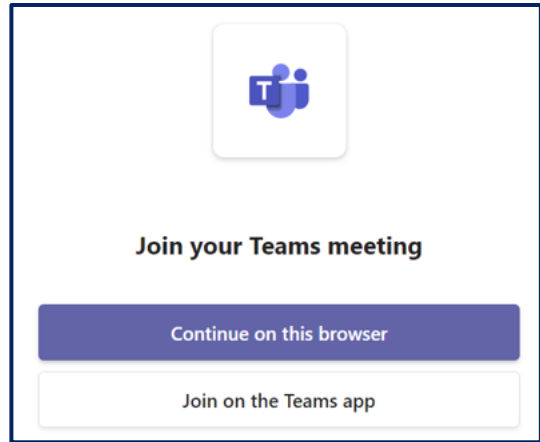
The screenshot shows the 'My Checked-in Hearings' list after submission. It includes a 'SUBMIT' button and a list of four hearings. A yellow box highlights the 'JOIN' button for the first hearing.

Event Date & Time	Event Desc.	Case Number	Case Caption	Attendee Name	Department	Meeting Info
8/15/2024 8:30:00 AM	Trust 17200 Hearing	18STPB06006	The late Stanley Irrevocable Special Needs Trust	Stanley Mosk	Stanley Mosk Dept. - 4	
8/15/2024 9:30:00 AM	Ex Parte Hearing	23STPB06000	Melanie Mumbly - Decedent	Melanie Mumbly	Stanley Mosk Dept. - 4	
8/15/2024 10:30:00 AM	Appointment Hearing - Guardian	24STPB06002	Stanley Mosk, Wendy Judith - Guardianship	Stanley Mosk	Stanley Mosk Dept. - 4	
8/15/2024 10:30:00 AM	Special Immigrant Juvenile Status Hearing	24STPB06002	Stanley Mosk, Wendy Judith - Guardianship	Stanley Mosk	Stanley Mosk Dept. - 4	

Join Remote Hearing

After clicking the **JOIN** button, you will land on the Join your Teams meeting page in your internet browser.

- If you would like to continue using the browser, click **“Continue on this browser.”**
- If you have previously downloaded the Teams app, click **“Join on the Teams app.”**

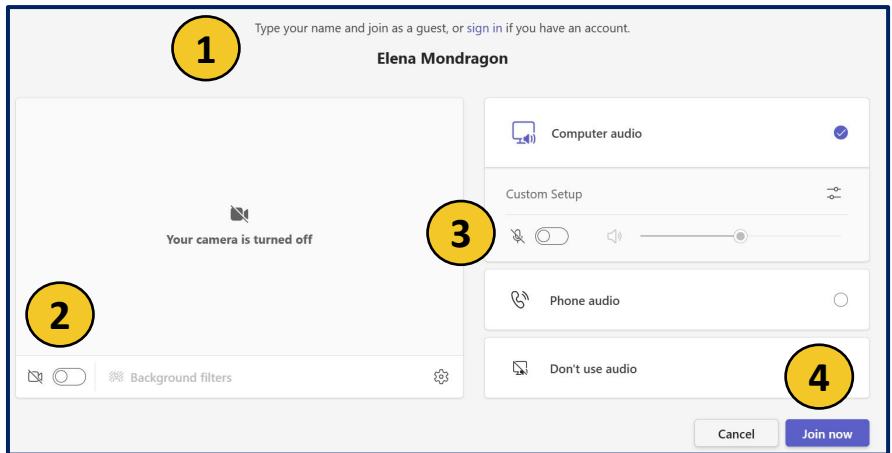


The Microsoft Teams app will launch.



Ensure to:

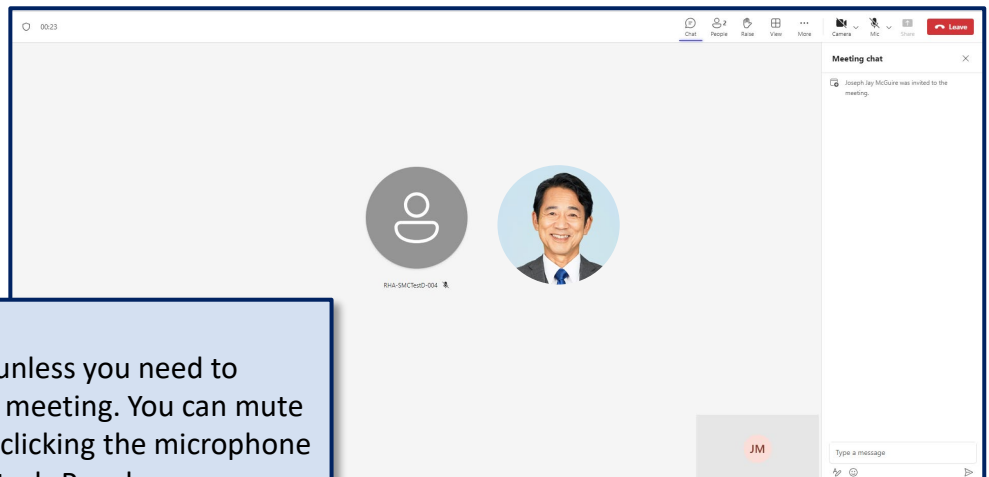
1. Enter your name.
2. Turn the camera off.
3. Mute the microphone.
4. Once all settings have been verified, click **“Join now.”**



Note:

Upon clicking **“Join now,”** the Court will be notified that you are waiting. Please be patient as you may be waiting several minutes before you are allowed into the hearing.

Once the Court is ready to call your case, you will automatically enter the virtual courtroom.

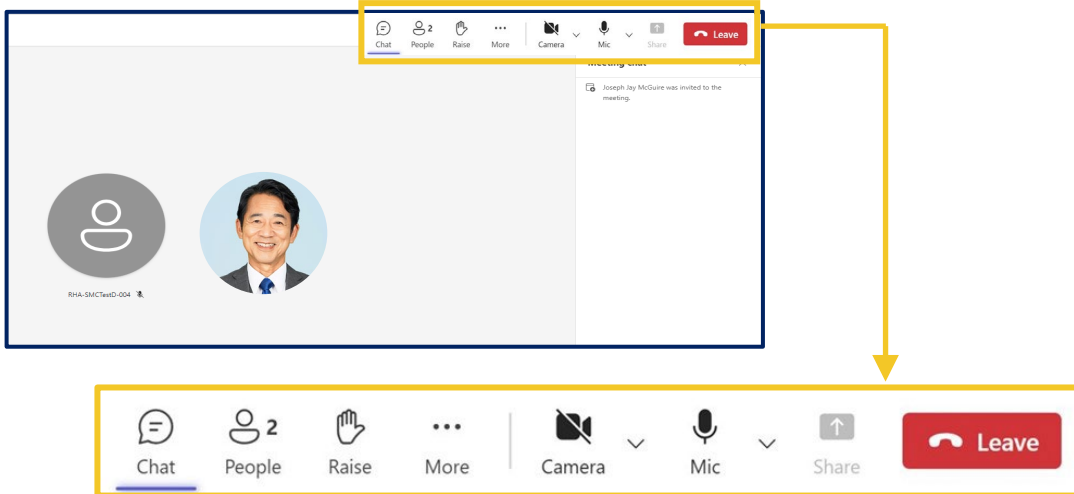



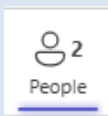
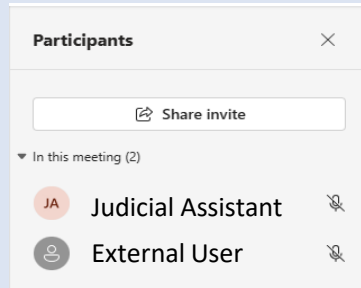
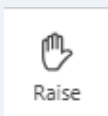
Important:

- **Keep your mic muted** unless you need to speak or are leading the meeting. You can mute and unmute yourself by clicking the microphone icon in the Meeting Controls Panel.

Using Microsoft Teams

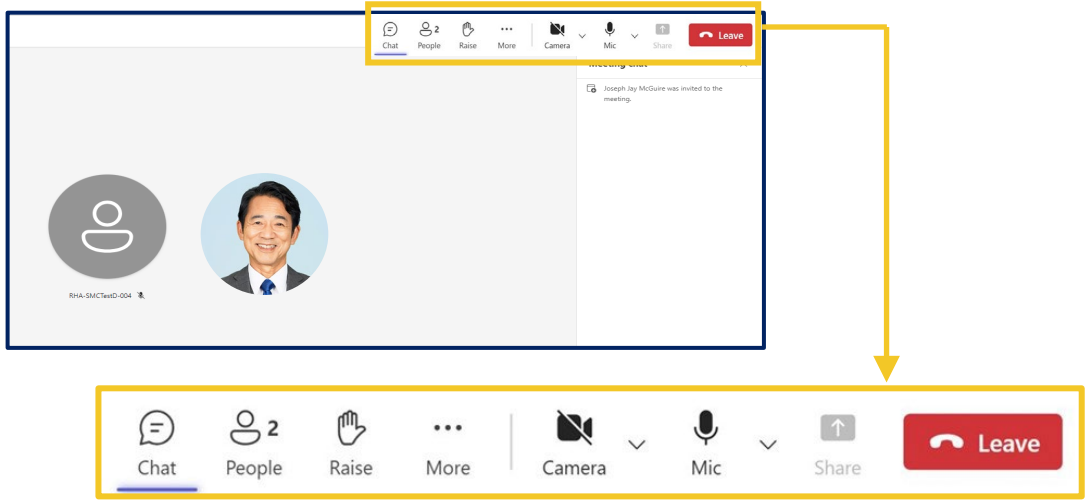
At the top of the meeting window is a set of tools available for use during the hearing. We will review the primary tools.

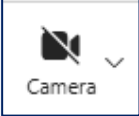




<p>Chat</p> 	<p>The chat feature is available to video and audio participants who join on the Teams app. The chat is not monitored by the Court.</p> <p>The persistent chat group is automatically created by Teams for each meeting. The Court is not responsible for the usage of the group chat. You can opt to leave the chat at any time after the hearing ends. To leave the chat:</p> <ol style="list-style-type: none"> 1. Select Chat to open the chat list. 2. Find the name of the group you want to leave. 3. Then select More options > Leave.
<p>People</p> 	<p>The participant feature will display a list of attendees currently in the meeting.</p> 
<p>Raise hand</p> 	<p>If you have a question and would like to make a comment in the hearing, click the raise hand icon so that you may be recognized by Court staff.</p>

Using Microsoft Teams Continued

At the top of the meeting window is a set of tools available for use during the hearing.



<p>Camera</p> 	<p>Use the video icon to turn your camera off and on.</p> <p>Best practices:</p> <ul style="list-style-type: none"> - Avoid sitting with your back to a window or bright light source. This causes a silhouette appearance where others cannot see you or determine your identity. Adequate lighting is critical for all parties on camera. - Think about the background. Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees.
<p>Microphone</p> 	<p>Use the microphone icon to turn your microphone off and on. Keep your mic muted. Best practices:</p> <ul style="list-style-type: none"> - Enter muted. Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation. - Use a headset with mic if possible, for the optimal audio experience for both you and other meeting attendees. If a headset isn't available, use your device's built-in audio/mic. Call in via mobile device only as a last resort. If you DO call in, make sure your computer/laptop's mic and speakers are muted.
<p>Leave</p> 	<p>At the conclusion of your matter, click the Leave button at the top of the hearing window. For additional security, close all browser windows when finished.</p>